



Administrative Policies and Procedures: 16.13

Subject:	Supplemental Respite Care
Authority:	TCA 37-2-415 and 37-5-106
Standards:	DCS 6-504 B, 10-200
Application	DCS Regional Foster Care Staff

Policy Statement:

Respite care will be made available to all resource parents, including private provider families, as indicated by the Foster Parent Bill of Rights. DCS will make provisions for supplemental respite to its resource families when deemed necessary, with prior authorization.

Purpose:

Appropriate use of respite has been proven to be a successful tool in maintaining the stability of placements for children/youth in out of home care. DCS has developed a supplemental respite process to allow resource parents additional personal time if unique situations arise.

Procedures:

A. Rules of Respite Care

1. A child's Family Service Worker (FSW) must be informed of any respite plans as outlined in [DCS Policy 16.9, Outings and Overnight Stays](#). This notice may be made via email or by telephone.
2. The rates indicated in the November 1, 2006 revision of [DCS Policy 16.29, Resource Home Board Rates](#), are inclusive of funds for DCS resource parents to pay for up to two (2) days of respite per month or a maximum of twenty-four (24) days of respite per fiscal year.
3. Respite requests that exceed the built in allowance will be considered supplemental respite days and will require pre-authorization from the Executive Director of Regional Support.
4. Any family who provides supplemental respite care for a child/youth in the custody or guardianship of DCS must fulfill all requirements outlined in [DCS Policy 16.4, Dual Approval Process for Resource Parents](#).
5. Families who have not completed the requirements of the aforementioned policy may not serve or be paid as a supplemental respite care providers.

B. Arranging Respite Care	<ol style="list-style-type: none"> 1. Resource parents who wish to receive supplemental respite services must contact their respective Regional Placement Services Division (PSD)/ Foster Parent Support Unit (FPSU) worker at least seven (7) days prior to the desired date of respite. Exceptions may be made in cases of emergencies. 2. The Regional PSD/FPSU worker will either make arrangements for a supplemental respite provider or may accept the provider requested by the resource parent, provided the requested family is a verified, approved resource family. 3. The Regional PSD/FPSU worker will complete the authorization section of form CS-0656, Respite Authorization and Billing; and obtain approval from the Executive Director of Regional Support. Once approved, the Regional PSD/FPSU worker will fax, mail, or hand deliver the form to the authorized supplemental respite provider. 4. The supplemental respite provider must complete their portion of billing section of form CS-0656 and return it to their respective Regional PSD within thirty (30) days of providing the supplemental respite service.
C. Paying for Supplemental Respite Care	<ol style="list-style-type: none"> 1. Within five(5) days of receipt of form CS-0656, the Regional PSD/FPSU will verify that the supplemental respite occurred, complete the billing section and submit the original to the DCS Payables unit. 2. Private provider resource families, who have received respite through their agencies, must adhere to the respite payment process outlined by their agency.
D. Rates and Limits	<ol style="list-style-type: none"> 1. DCS resource parents have limited respite days built into their foster care board rates; however, DCS may make allowances for supplemental respite payments for situations which require additional respite time. 2. A respite care day is considered any requested period of time, from one (1) to twenty-four (24) consecutive hours in duration. 3. The Executive Director of Regional Support must also approve any respite that extends beyond fourteen (14) consecutive days. 4. Supplemental respite care will be paid at the rate of \$25 per day, per child, and submitted on form CS-0656, Respite Authorization and Billing with no disruption in the resource parent foster care contract. 5. Private providers may set the rules, rates and limitations of respite for their agency however; they too must receive permission for any respite that extends beyond fourteen (14) days.

Forms:	<u>CS-0656, - Respite Authorization and Billing</u>
Collateral Documents:	<u>Respite Authorization and Billing Instructions</u>